

Approved For Release 2001/07/12 : CIA-RDP78-03568A000900130038-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division
THROUGH: Assistant Director for Operations *JK*

DATE: 28 September 1954

FROM : Chief, Contact Division

STATINTL

SUBJECT: Request for Change of Position Classifications

1. We request that Intelligence Officer positions K 263.01, GS-9, and K 263, GS-9 [REDACTED], Contact Division, be reclassified as Intelligence Officer, GS-11.

2. The individuals who occupy these positions have been in their current grades thirty-one and seventeen months respectively. The Chief [REDACTED] in requesting these reclassifications stated that both individuals are performing their duties in a highly creditable manner and at a GS-11 level. Job descriptions are filed in Classification and Wage Division.

3. If this request is approved, funds are available in the Contact Division budget for FY 1955 to cover the increases in grade. Funds are also provided for in the FY 1956 estimates.

[REDACTED]
E. M. ASHCRAFT

Attachments:

Standard Form 52 (2)

STATINTL

#922
JH
10-6-54

CIA INTERNAL USE ONLY